



City of Tempe

ENGINEERING & TRANSPORTATION SERVICES SPECIALIST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	533	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Engineering & Transportation	<i>Salary / Hourly Minimum:</i>	\$22.429808
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$30.280288
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Administrative Assistant II+
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Paraprofessionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from management, professional, and/or technical staff.

May exercise technical or functional direction to assigned temporary and administrative assistant staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of full-time, responsible financial, contract, engineering or administrative support experience.
<i>Education:</i>	Equivalent to completion of the twelfth grade. Associate Degree is preferred.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of highly responsible, confidential, and complex paraprofessional, financial, and/or administrative support duties providing staff support within the Engineering & Transportation Department.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Work closely with management staff to recommend and implement goals and objectives for special programs, projects and systems; participate in the department's short and long-term planning; and establish schedules and methods for program operations;
- Respond to inquiries from employees, the general public, contractors, and/or consultants both verbally and in writing; work with employees and outside agencies to resolve long-term and short-term concerns/issues; implement and assist in developing procedures and policies related to assigned functions;
- Enter information into database(s); maintain databases; compile and produce reports from databases and other software programs for management, staff, contractors and/or outside agencies; research, analyze and add information as well as edit, format, design and maintain web-site(s), newsletters, bulletins, fliers, forms, certificates or other documents;
- Coordinate, prepare and advise in the administration of the full range of the contract administration process; consult and coordinate with project managers, City Attorney's office staff and Risk Management staff on legal and insurance matters, including variance from standard writing, contract addenda, Federal Agency guidelines and requirements, bond, insurance and sureties; and prepare, verify and follow up on documents required for completion of projects following standard operating procedures;
- Enter, maintain and update GIS (geographic information systems) software; create and generate related reports and provide information to city departments and outside agencies including contractors, construction managers, engineers, developers, designers and utility companies; create, distribute, track and resolve software generated work orders based on requirements from internal and external entities; synchronize and reconcile data between software applications; and train and assist others with the software applications;
- Perform a variety of contract duties which include preparing complex construction projects from conception to completion including conformance with State and Federal agency guidelines, audit related documentation of financial and contractual efficiencies, determining adequate internal and external controls are in place to provide sustainable services and practices;
- Attend meetings and coordinate with City staff related to policy changes and inform employees, the general public, consultants and/or contractors of changes in policy and/or programs; serve as administrative support for various City committee meetings, which may also include support of Boards and Commissions; and prepare the agendas, assemble background materials, and transcribe minutes of meetings; and assist and participate in community outreach programs designed to disseminate information;
- Process payments and purchase requisitions for assigned area using the City's financial software system; verify payment information submitted by departments; review vendor invoices for correct pricing and authorized merchandise; ensure the purchases are in accordance with contract terms and conditions; and monitor purchases for compliance with laws and City policy;

- Establish, organize and maintain filing systems; perform record keeping for various funds and expenditures; maintain inventory records and other department and program files; and handle and maintain sensitive and confidential information and records;
- Process payments and secure and control cash funds; maintain and process cash records; reconcile accounts receivable with financial system information; and balance payments to applications filed, process required forms and deposit funds daily;
- Monitor records and generate notices and invoices regarding delinquencies and deficiencies in payments; contact appropriate parties who are delinquent to determine liability for amount owed; and collect delinquent payments or make acceptable agreements for payments;
- Issue, receive and process various applications, permits, and other forms; determine and refer remaining issues to appropriate department personnel; contact appropriate parties regarding noncompliance of business license and/or insurance; and request updated information;
- Conduct surveys; collect information on operational and administrative problems; prepare comprehensive reports or manuals; assist in the preparation of quarterly and annual reports; assist in writing a wide variety of correspondence and documents for internal and external use;
- Assist in the preparation of comprehensive and timely budget documents; monitor budget expenditures and assist in the budget control; maintain petty cash fund and prepare monthly vouchers;
- Compile and organize data and background material and prepare a variety of contracts, statistical, financial, operational and special project reports, data analysis, status, cost and schedules. Maintain a variety of statistical records; verify and tabulate basic statistical data;
- Perform occasional field checks and/or audits of assets or information; verify and review materials for completeness and conformance with established regulations and procedures; apply applicable policies and procedures in determining completeness of applications, records and reports;
- Respond to and resolve a variety of requests or complaints requiring interpretation of regulations, policies and procedures; research background and confer with management and legal counsel to determine the City's position on the issue; communicate with parties involved; coordinate/implement solutions to resolve problems;
- Provide routine and general information on departmental and city policies and procedures, regulations, systems and precedents relating to area of assignment to the general public and others; issue, receive and process various applications, permits and other forms; screen mail and telephone calls; and refer issues to appropriate department personnel when necessary;
- Maintain calendars of office activities, meetings and various events; plan, schedule and coordinate special events among several City departments or external organizations; set meetings for supervisor; and make travel arrangements;
- Maintain personnel and payroll records; process payroll and paperwork for personnel actions including new hires, promotions and terminations; provide appropriate forms to staff; and coordinate the ordering and storage of appropriate supplies;
- Perform related duties as assigned;
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position for considerable periods of time;

- Operate computers, calculators and other office machines;
- Considerable reading and close vision work.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective March 2015

Revised October 2019 (Reorg from PW – update job title and moved to Eng & Transp Dept)